

Materials Library Order Form

Educational Resources Center (ERC)
Customer Service: (803) 898-3803 ~ Fax: (803) 898-3476

Section A: ERC Office Use ONLY

Date
Received

Type: _____

Category: _____

Intended Use: _____

Date
Processed

Section B: Requestor Information (You MUST complete EVERY item.)

Requestor #: _____ (If unknown, the Materials Library will use #16020)

Today's Date: _____ Date Needed: _____

When your order is filled (select **one**): Call for pick-up Ship materials

Requestor's Name: _____ Phone: _____

Organization: _____

Occupation: _____

Mailing Address (Street addresses ONLY; **NO** P.O. Boxes): _____

Street and Apartment or Suite Number

City

State

Zip

County: _____ Intended Use: _____

Section C: Materials Requested

ML#:	Publication's Title:	Quantity:	Status:*
025164	Quit for Keeps Card (English/Spanish) (100 per pack)	_____	_____
025165	Quit for Keeps Poster (English) (singles)	_____	_____
025289	Quit for Keeps Medical Chart/Phone Sticker (500 stickers per roll)	_____	_____
025291	Quit for Keeps Magnet (singles)	_____	_____
025292	Quit for Keeps Mock Rx Pad (English/Spanish) (50 sheets per pad)	_____	_____
025417	Quit Smoking " For You and Your Baby " (English/tri-fold brochure)	_____	_____

Instructions: _____ Please fax this form to (803) 898-3476

_____ DHEC Materials Library, Columbia, SC

_____ Please allow 3-5 business days for shipping.

Status:* is filled in by the Supply staff. Status Codes: 4=quantity filled; NA=Not Available; DEL=Deleted Title.

Section D: Supply Use ONLY

Date
Received

Notes: _____

Date
Shipped